

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

January 22 - Next City Council  
Regular Meeting and Work  
Session

## Looking Ahead

Monday, January 14: School  
Board work session

Tuesday, January 15: Economic  
Development Authority, Planning  
Commission meetings

Wednesday, January 16:  
Christmas trees collected  
curbside; last day for yard waste  
collection until 3/20

Thursday, January 17: Tourism  
Board, Board of Architectural  
Review meetings

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- **LISTEN!** [Rouss Review podcast](#)
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Season 2 coming in February



The City released the first Rouss Review podcast, hosted by Barry Lee of 92.5 WINC FM this week. Listen now on [SoundCloud](#) and soon on iTunes.

## City Manager's Takeaways

Continued preparations for the upcoming Annual Council Retreat to be held on Friday, January 18 at the Museum of the Shenandoah Valley.

Presented "The Big Picture" as part of the Citizen's INSIGHT Academy.

**Winchester**  
city manager's office *Virginia*

# Public Safety

## Winchester Police

- Attended - Community Response Team meeting, 9-1-1 presentation, YDC meeting, communications manager meeting for Basic Dispatch Criteria change, Crime Solvers meeting,
- Held conference call with Verizon to discuss recent call redirect issues; held quarterly meeting with Motorola.
- Continued recent homicide investigation.
- Conducted applicant interviews.
- Violent crimes:
  - Crimes against persons (felony) - 3
  - Crimes against persons (misdemeanor) - 9
- Property crimes:
  - Residential Burglaries - 2
  - Commercial Burglaries - 1
  - Other - 5

## Winchester Fire and Rescue

- Created a presentation for the City Council retreat on January 18.
- Developed end-of-year department stats.
- Completed Pediatric Advanced Life Support (PALS) recertification for all career Advanced Life Support providers and two volunteers.
- Completed cadaver lab training at Shenandoah University.
- Confirmed annual FIT testing dates for January and February in order to meet OSHA respiratory standards.
- Attended regional training meeting.
- Met to review the tentative construction schedule for the new ladder truck.

## Emergency Management

- Attended bi-monthly Local Emergency Management Program Grant (LEMPG) meeting.
- Completed 2<sup>nd</sup> Quarter LEMPG Status Report.
- Hosted Motorola on site; completed iVD upgrade and licensing for public safety radios.
- Prepared for NICE arrival for recorder upgrade.
- Prepared Council agenda item relating to Regional Mitigation Plan adoption.

Police Activity	#
Calls for Service	923
Crash Reports	7
DUI/DWI	1
Alarms/False Alarms	18/18
Directed Patrols	51
Directed Patrols (OTW)	4
Extra Patrols	138
Extra Patrols (OTW)	1
Traffic Citations	147
Traffic Warnings	87
Special Events	0/0
Permits Received/Approved	81 rec'd YTD

Fire Activity	#
Fire	2
Overpressure	0
EMS/Rescue	82
Hazardous Cond.	4
Service Call	8
Good Intent	3
False Alarms	3
Special Incident	0
Plan Review	0
Inspections	3
Reinspections	7

# Development Services

## Economic Redevelopment

- Participated in Airport's Wings N Wheels event planning meeting.
- Attended networking event hosted by Virginia Career Works aimed at raising awareness of nonprofit's efforts to seek employment opportunities for their clients.
- Prepared information and presentations for City Council retreat on January 18.
- Participated in Workforce Initiative event planning meetings for the Employer Expo (5/23/19 at Jim Barnett Park) and World of Work! (September 2019 at Shenandoah University's Wilkins Event Center).
- Prepared for [Economic Development Authority meeting](#) on January 15.
- Continued working with development partners on redevelopment of the Towers and Kent/Piccadilly sites.
- Met with business and investors considering Winchester as a location for investment.

## Winchester/Frederick County Tourism

- Assisted Clean Slate TV / BBC Ireland film crew who was in town filming primarily Patsy Cline (but also Scots Irish ancestry) for an upcoming roots of rock 'n roll documentary. This was a partnership with the Virginia Film office and was coordinated by the tourism office.
- Participated in a Winchester Wings N Wheels planning meeting. Committee organization and roles were hammered out, and more details continue to evolve. The event is planned for June 1, 2019.
- Participated in a call with Visit Richmond to assist them in planning for the [2019 MATPRA Marketplace](#) conference as they are this year's host city. Winchester-Frederick County hosted this event in September 2017.
- Attended a Shenandoah Spirits Trail meeting. Digital marketing, research, and planning for the upcoming January 31 Trail Gathering were covered.
- Attended a Shenandoah Valley Tourism Partnership marketing committee meeting, focusing on finalizing some FY19 marketing opportunities and planning for FY20.
- Held a Tourism Board marketing committee meeting to discuss FY20 budget options and marketing plans to accommodate different budget outcomes.
- Attended a preliminary FY20 budget meeting with the County Administrator to discuss different budget options based on recommendations from the Tourism Strategic Plan.
- Closed ad sales on Friday for the 2019 Official Visitor Guide, and overall guide design begins in earnest next week.

## Old Town Winchester (OTW)

- Old Town Advancement Commission (OTAC) held its monthly meeting. Leadership elections were held with no changes. OTAC held a stakeholder meeting following the commission meeting to highlight 2018 activities, recruit volunteers, distribute Chocolate Escape participation forms and introduce committees and upcoming projects.
- Worked on edits for the 2019 OTW Shopping and Dining Guide.
- Worked on Arts Grant report requirements.

- Participated in monthly broadcast on The River to promote January OTW events.
- Sent out invitation to downtown restaurants and retail shops to attend a HOG Rally Planning Meeting.
- Continued outreach to businesses regarding Chocolate Escape participation.
- Touched base with a few dozen downtown business owners. Met with a new business owner.
- Was interviewed for the Warren Frederick Report regarding Chocolate Escape on February 9.
- Editing design for 2019 Special Event Rack Card.
- Participated in OTAC Promotions Committee meeting focused on starting a shop local campaign and Mothers' Day promotion.
- Selecting and scheduling movies for the family movie series and classic movie nights in OTW.
- Collected data for Virginia Main Street end of year reports.

## Planning

- Prepared and electronically distributed the Board of Architectural Review (BAR) agenda packet for the January 17<sup>th</sup> meeting. One case is on the agenda for a roof replacement that was started without BAR approval or a building permit.
- Continue working with adjoining property owners regarding the senior housing addition to the old hospital structure that was tabled at the December 18<sup>th</sup> Commission meeting and reviewed again at work session on January 8<sup>th</sup>. Another Commission-level public hearing for this case is scheduled for next Tuesday, January 15<sup>th</sup>.
- Staffed January 8<sup>th</sup> Council meeting where Gibbens Street conditional use permit (CUP) for extended Stay Lodging was approved and staffed January 8<sup>th</sup> Council work session where Dental Office parking buffer CUP was reviewed.
- Conducted a final site inspection at Petco and recommended issuing an occupancy once minor issues are resolved.
- Conducted follow-up Phase 1 site inspection at Meadow Branch Apartments and recommended CO for the first apartment building.
- Attended 275<sup>th</sup> Anniversary Committee meeting.
- Scripted and recorded first Winchester 101 History segment for the *Rouss Review* Podcast series with Communications team.
- Attended Northern Shenandoah Valley Regional Commission (NSVRC) Executive Committee meeting where mid-year budget adjustments were reviewed.

## Zoning and Inspections

- Completed:
  - 124 building permit inspections and issued 21 building/trades permits (\$155,255 valuation)
  - 79 code enforcement inspections and initiated 38 new cases
  - 9 new business reviews (9 Certificate of Business, 0 Certificates of Home Business)
- Attended Planning Commission work session.
- Issued final certificate of occupancy for Pizzoco, 501 N. Loudoun Street
- Attended Community Response Team (CRT) meeting.

Permit #	Type	Address	Description	Value
19 10000007	PSPS	33 35 E BOSCAWEN ST	NEW A/C & FURNACES	\$10
18 00000981	MECH	1700 S LOUDOUN ST	PORTABLE SIGN	\$25,000
19 10000004	PSPS	115 S LOUDOUN ST	PORTABLE SIGN	\$10
19 10000001	PSPS	106 S LOUDOUN ST	PORTABLE SIGN	\$10
19 10000015	PSPS	3 S LOUDOUN ST	PORTABLE SIGN	\$10
19 10000002	PSPS	21 N LOUDOUN ST	OUTDOOR DISPLAY OF MERCH.	\$10
19 10000016	PSDM	134 N LOUDOUN ST	OUTDOOR DINING	\$25
19 10000002	PSD1	21 N LOUDOUN ST	PORTABLE SIGN	\$85
19 10000003	PSPS	7 N LOUDOUN ST	EXPANSION TANK	\$10
19 00000009	PLBG	1713 HANDLEY AVE	DISP. OF MERCHANDISE	\$250
19 10000003	PSDM	7 N LOUDOUN ST	ALT TO WET SUPPRESSION SYSTEM	\$35
18 00001676	FEXT	1460 UNIVERSITY DR	DISP. OF MERCHANDISE	\$4,690
19 10000001	PSDM	106 S LOUDOUN ST	REPAIR FRONT PORCH	\$25
19 00000006	DECK	804 AMHERST ST	PORTABLE SIGN	\$1,050
19 10000013	PSPS	17 W BOSCAWEN ST	ADD/ALT TO FIRE ALARM SYSTEM	\$10
18 00000836	FIRE	1775 NORTH SECTOR CT	REPLACE RANGE	\$16,000
19 00000010	NGAS	2964 GRACE ST	INSTALL FIREPLACE & FURNACE	\$500
18 00001406	NGAS	316 S STEWART ST	REPLACEMENT AIR COND.	\$1,000
18 00001693	MECH	315 1/2 GRAY AVE	REPLACEMENT/NEW FIXTURES	\$7,000
18 00001693	PLBG	315 1/2 GRAY AVE	INTERIOR REMODEL	\$12,000
18 00001693	BLDG	315 1/2 GRAY AVE	ALTERATIONS TO SPRINKLER SYS	\$60,000
18 00001508	FSUP	112 N LOUDOUN ST	INSTALL PIPING & LOGS	\$2,000
19 00000013	NGAS	1716 REAVES ST	BLDG. MOUNTED	\$575
18 00001513	SIGN	24 E PICCADILLY ST	INSTALL OVEN & COOKTOP	\$350
19 00000014	NGAS	2824 BALDWIN ST	ADDING NEW SHOWER	\$2,500
19 00000023	PLBG	617 VAN FOSSEN ST	ADD SHOWER, CLOSET & EGRESS WI	\$2,000
18 00001797	BLDG	617 VAN FOSSEN ST	INSTALL 2 EXPANSION TANKS	\$6,000
19 00000015	PLBG	1526 MEADOW BRANCH AVE	INSTALL HEAT PUMP	\$0

Permit #	Type	Address	Description	Value
18 00001406	MECH	316 S STEWART ST	REPLACE GAS WATER HEATER	\$12,000
19 00000016	NGAS	2350 S PLEASANT VALLEY RD	REPLACEMENT OUTLETS	\$0
19 00000024	NGAS	2240 VALLEY AVE	1 WALL MOUNTED SIGN	\$1,500
18 00001799	SIGN	41 S LOUDOUN ST	NEW A/C & FURNACES	\$600
Total: 32				\$155,255

## Public Services

- City Hall renovations: The new carpet was installed in the City Council Chambers and the walls repainted in time for the City Council meeting Tuesday evening. Work continues on the Innovation and Information Services space on the 4th Floor.
- Held a construction kickoff meeting with the contractor for the project to replace the generator for the raw water pump station located near the river intake.
- Participated in a VDOT webinar to learn about the new federal requirements for collecting a large amount of data for every roadway segment within the state. All of the data must be collected by 2026.
- Prepared for the winter storm expected over the weekend.

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	1	1	#
	Mowing	0	0	Acres
	Miles of streets swept	6	6	Miles
	Tons of leaves hauled	16.05	16.05	Tons
Trees	Dead/diseased trees removed	2	2	#
	Trees trimmed	15	15	#
	Stumps removed	0	0	#
Traffic	Street signs Installed/replaced	30	30	#
	Pavement markings repainted (City)	0	0	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	139.49	139.49	Tons
	Recycling collected	25.08	25.08	Tons
	Large item pickups	0	0	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Transit	Total passengers	2,059	2,059	#
	Revenue miles pick up/drop off	3,080	3,080	Miles
	Revenue hours pick up/drop off	286.92	286.92	Hours
Utility billing	Payments processed	1,876	1,876	#
	New bills mailed out	0	0	#
	Water services turned off (non-payment)	0	0	#
Water treatment plant	Average daily water demand	5.68	5.68	Million gallons/day
	Peak daily water demand	5.96	5.96	Million gallons/day
Wastewater treatment plant	Average daily flow treated	10.77	10.77	Million gallons/day
	Peak daily flow treated	12.23	12.23	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	0	#
	Water meters read	3,475	3,475	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	1,489	1,489	Linear feet
	After-hours call outs	3	3	#
Engineering	Site plans reviewed	1	1	#
	Floodplain permits issued	0	0	#
	Utility as-builts reviewed	1	1	#
	Right-of-way permits issued	2	2	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	2	2	#
	Erosion and sediment control inspections	52	52	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	19	19	#
	Special events assistance	1	1	#
	Maintenance of pedestrian mall	34	34	Staff hours
Equipment maintenance	Total repairs completed	94	94	#
Winchester Parking Authority	Work requests completed	9	9	#
	Special events - assistance provided	1	1	#
	Vandalism or property damage issues	0	0	#
	New monthly rentals	1	1	#
	Monthly rental cancellations	0	0	#
	Hourly parkers (all four garages)	1,176	1,176	#
	Park-Mobile transactions	224	224	#



### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	750
Water service lines replaced (number)	0	1
Water meters replaced (number)	0	566
Sanitary sewer mains replaced/lined (linear feet)	0	0
Sanitary sewer laterals replaced (number)	0	2
Sanitary manholes replaced (number)	0	3
Sidewalks replaced (linear feet)	60	4,793

## Support Services

### Innovation and Information Services (IIS)

- Continued work on Phase III of personal property semi-annual billing program.
- Corrected issues found in testing by departments for personal property semi-annual billing program.
- Continued work on OpenData project, which will make a series of raw data available to the public.
- Worked with vendor to correct list of objects being replicated to DR server.
- Continued to update disaster recovery systems recovery policy documentation.

## Social Services

- Received 68 Benefit Program applications: 20 SNAP, 44 Medicaid, 1 TANF, 0 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief, 2 Energy Assistance Program
- Provided case management to:
  - 3,205 Medicaid cases
  - 1,556 SNAP cases
  - 68 TANF cases
  - 15 Auxiliary Grant cases
  - 38 individuals receive VIEW services
  - 47 families/70 children receive Child Care Subsidy Assistance (42 families/98 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.



Weekly Activity	#
Clients walk-ins/drop-offs	173/124
Child Protective Service referrals	5
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	61
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	51/0
Child Protective Service (CPS) case management load	59
Benefit program fraud & overpayment referrals/investigations	2/2
CPS family assessments & investigations of alleged maltreatment	113
Family Service intakes	19
Adult Protective Service referrals	1
Adult services case management load	9
Adult guardianships/cases	2/64
Adult Protective Service investigations/intakes	10/2
Family Services Prevention case management load	5
Uniform Assessment Instrument screenings	0

## Parks & Recreation

- Extended deadline for Pee Wee Basketball, Pee Wee Cheerleading and Indoor Soccer registration.
- Hosted PB&J Club and held special evening session.
- Worked on completing winter projects.
- Reviewed generator capacity and future add-ons.
- Met with Mr. Wilkins relating to observance of Wilkins Lake 35th Anniversary in 2019.

# Communications

- Distributed the [January 9 CitE-News](#) issue.
- Distributed information about the upcoming snow storm prep and how residents can help and stay informed on January 12. [Read](#)
- Handled 7 media requests for City information and staff interviews and 12 media requests for WPD.
- Handled or began processing 3 FOIA requests.
- Recorded, edited, and released the first episode of *The Rouss Review* podcast ([listen](#)), hosted by Barry Lee with 92.5 WINC FM and created [The Rouss Review web page](#).
- Met with Police Department staff to discuss recruitment efforts, OpenData, and the upcoming Junior Academy.
- Met with local artist to discuss plans for a Public Services social media staff recruitment campaign.
- Finalized and launched the Mayor's Annual Report video. [watch](#)
- Attended the Winc City Assault youth basketball team practice with WPD officers to photograph and video their speech to the players.
- Met with regional filmmaker to discuss possible projects.
- Began working on the next edition of Re:Source utility newsletter for distribution in the utility bills.
- Attended the monthly 275th anniversary planning committee meeting.
- Created draft 275th anniversary web page. Compiling 2019 events calendar. Drafting kids coloring book. Designing 275th t-shirt. Working with local organizations to get involved. Ordered 275th lapel pins.
- Continued working on content and design of the Winchester Police Department's website (microsite of the City's newly redesigned website coming soon).
- Held the second session of the INSIGHT Citizen's Academy. Topic: The Big Picture (City Manager).
- Began preparing for the City Council retreat - strategic plan update and video recording.
- Applied for and received the app developer license from Google for the City's mobile apps.

Date	News Releases
1/9	'Combat the Cat' anti-theft awareness campaign sees early results - <a href="#">read</a>
	Winchester Police officer discharges firearm at armed man - <a href="#">read</a>
1/10	City to observe Martin Luther King, Jr. Day - <a href="#">read</a>
1/11	Winchester Police investigate breaking and entering - <a href="#">read</a>
	City of Winchester launches 'Rouss Review' podcast - <a href="#">read</a>
Date	Articles in <i>The Winchester Star</i>
1/5	Report: Road conditions contributed to officer Edwards' fatal Nov. crash
	City attorney resigns after 12 years in position
	Our Views: Two meetings - Democrats poised to take over City Council

Date	Segments on WDVN
1/5	Icy road conditions contributed to Officer Edwards' crash - <a href="#">watch</a>
1/6	Forbes lists Winchester as a top small place for business and careers - <a href="#">watch</a>
1/8	Winchester city's lawsuit against National Foods postponed - <a href="#">watch</a>
1/9	Community shows Winchester Police Department appreciation all year long - <a href="#">watch</a>
	Winchester Police Officer on administrative leave after shooting at suicidal man - <a href="#">watch</a>
	Winchester area Crime Solvers purchases new anonymous tip app - <a href="#">watch</a>
1/11	Winchester Police Department's anti-theft campaign efforts pay off - <a href="#">watch</a>
Date	Articles in <i>The Winchester Star</i>
1/7	Ex-coach sex trial set to start
1/8	Court delays city's case against National Fruit
	Photo: Neighborhood gets new stop sign at Bellview and Handley
1/10	Democrats claim every executive Council role
	Developer addresses impact of proposed senior-living center
	No injuries in Winchester Police shooting
	Shutdown could affect food aid
1/11	City attorney Williams' next job in Petersburg
	Plans for Creekside condominiums presented to city
	Personal property tax rate proposed
	Regional needs for foster care providers